



CHAPTER INFORMATIONAL MANUAL

INTRODUCTION

The purpose of this manual is threefold:

1. To assist the Chapter Officers, especially the Secretary, in defining the required procedures necessary to manage their Chapter in a professional and efficient manner.
2. To urge the chapter to increase the visibility of their chapter activity by sending regular press releases to your local newspapers and regional Greek-American Press.
3. A guideline as to how to increase your chapter's membership and more importantly-how to retain them.

Please feel free to contact AHEPA Headquarters at anytime.

AHEPA Headquarters
1909 Q Street, NW Suite 500
Washington, DC 20009
(202) 232-6300 Office
(202) 232-2140 Fax
Email: ahepa@ahepa.org
admin@ahepa.org
Website: www.ahepa.org

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CHAPTER OFFICERS

The President, Vice President, Secretary, Treasurer and Board of Governors (except the Chairman) are all elected officers of your chapter.

I. ELIGIBILITY

- A. All elected officers must be citizens of the country in which the chapter to which they belong is located.
- B. No member shall be eligible for the office of Chapter President unless he has previously served in an elective Chapter, District or Supreme Lodge office for at least one year.
- C. All elected officers must be paid members.
- D. No person shall hold an elective office in a chapter while holding a District or Supreme Lodge office.
- E. No "Friend of AHEPA" can be elected to any chapter office.

II. TERM OF OFFICE

- A. All officers should serve for a term of one year, or until their successors are elected and qualified.

III. TIME OF ELECTION

- A. All Chapter Officers must be elected and appointed on May or June of each year and shall assume their duties the first day of July of that year.

IV. PROCEDURE FOR ELECTING OFFICERS

- A. The procedure for electing officers is outlined in Article IX, Section B of the AHEPA Constitution.

V. APPOINTED OFFICERS

- A. The Athletic Director, Warden, Chaplain, Captain of the Guard and Sentinel shall be appointed by the President.

VI. VACANCIES

- A. Vacancies shall be filled by election or succession as outlined in Article IX, Sections E and F of the AHEPA By-laws.

VII. REMOVAL

- A. An officer of a chapter may be removed from office if he fails to attend four (4) consecutive regular meetings (Article XII).

VIII. SCOPE AND LIMITATIONS

- A. The Scope and Limitations of the Chapter officer's power is outlined in Article X and Article XI of the AHEPA By-laws.

DUTIES OF CHAPTER OFFICERS

The AHEPA By-Laws briefly explains the duties and responsibilities of the elected Chapter officers. However, the scope of their office is much greater.

I. Chapter President

The Chapter President shall be the head and presiding officer of the Chapter. He shall do all things necessary and proper to promote the growth, expansion, efficient functioning and general welfare of his Chapter.

Every Chapter President wants to make his administration a successful one. The purpose of the material outlined in this section is to provide the Chapter President with helpful suggestions on how to do the best possible job and to achieve a high degree of personal satisfaction.

It is important for the President to establish a good organization by utilizing the talents of his fellow officers. The elected Chapter President should take the following steps at the outset of his administration:

- Make clear the duties of each individual officer and be sure that each officer and committee Chairman has the proper guidelines and material to do his job. The Chapter President must see to it that each officer is aware of his responsibility and duties as prescribed in the AHEPA Constitution.
- Utilize your Vice-President. The Vice-President should be kept informed about all Chapter activities and be preparing himself for his term as President.
- Work closely with the Secretary of your Chapter. The President must make certain that the duties of this important office are being performed properly. The AHEPA Chapter Secretary in many instances is the key to the success of your Chapter.
- Take advantage of the experience and knowledge of your Past Presidents. Their counsel may save you many time-consuming hours.

If there is one basic rule for a successful presidency, it is the need for organization. No one can tell you how to organize yourself, but we can give you some guidelines to follow:

- Name your Committee Chairmen as soon as possible. You should know which members have the ability and willingness to serve as Committee Chairmen.
- Hold an organizational meeting once a month in your home or office with your top chapter officers to go over your planned agenda for your next meetings.
- Run your chapter like you would your own business. Be exact and stay on top of

your officers and committee chairmen.

- Set objectives for the year. Plan for better Chapter Meetings, public relations, increased membership, effective Chapter, District and National activities.
- Make plans for the future. Determine where your Chapter is going this year and how it will get there.
- Establish a system of effective communications with members. Plan a format of regular bulletins and oral reports to keep in touch with your chapter.
- Keep on top of your **Chapter Finances**. Make sure your Secretary is submitting monies due Headquarters as soon as collected. You have the overall responsibility to your membership to make sure this is done.

LEADERSHIP

The qualities of leadership are not necessarily "born" to a man - although it is true that some can never attain the distinction of becoming leaders, simply because they cannot bring themselves to act with initiative and force.

Your fellow Ahepans selected you because of your service to your Chapter, and because you have shown that you possess certain qualities of leadership. It is now your responsibility to reflect the confidence and faith your Chapter members have shown in your ability and devotion to AHEPA.

A Chapter President must always exude faith and confidence in his fraternity, his Chapter and his membership. He must, first of all, BELIEVE in the principles of his fraternity, wholeheartedly, before he can hope to display that faith to others. To be a successful AHEPA Chapter President, he MUST display faith in the AHEPA to his members, and to those outside of the AHEPA.

In order to convey faith and confidence, a Chapter President must certainly be able to give CALM COUNSEL to his members and officers. He must retain his poise under all conditions, and be able to convey to the Chapter **his own confidence**, thus assuring himself of their cooperation in all matters affecting the Chapter.

In guiding the Chapter's program, the President must always bear in mind a CONSTRUCTIVE attitude towards all matters and questions. His goals, ambitions, and hopes must be channeled towards building AHEPA prestige and achievements, in a constructive and orderly way.

Friendliness paves the way to confidence and cooperation. A friendly request for assistance and operation is seldom rebuked. Demands are never made, except under the most serious circumstances. A friendly welcome, a cordial handshake - remembering the member's name - asking about his family - going out of your way to let him know that

you like him and respect him are all qualities of a good leader, and of a good Chapter President.

The word "**EFFICIENCY**" has been greatly exaggerated, but more often, it has been given an improper connotation. To be efficient, you must be effective. You must produce the desired effect or result with a **MINIMUM of WASTE or EXPENSE**. You do not cut across proper procedures nor do you disallow certain rights of individuals to achieve your result or goal.

For example, in seeking a goal of a shorter and more productive Chapter meeting, you use efficiency by preparing in advance your meeting agenda for that meeting, and by discussing the matter before the meeting with your Chapter officers. Through proper preparation, which enables you to present all facts and figures at the meeting, you avoid endless argument, or questions, from the membership, and enable them to act quickly on any motions or programs. Be efficient through a thorough knowledge of parliamentary procedure, and if your membership is not well-versed in this subject, then work out a program of instruction and education for them. **The greatest waste in most organizations is that of TIME - a member's time.** When you waste a member's time, you immediately create apathy, disinterest, and often times ill-feeling. When such a feeling is engendered within a member's mind, then he is well along the road toward delinquency, and will soon drop from active membership. To repeat - - be EFFICIENT, but also be fair and impartial.

II. VICE-PRESIDENT

It shall be the duty of the Vice-President to assist the President in conducting the business of the Chapter and to perform such duties as may be assigned to him either by the President or by the Chapter.

In the event of the absence, disqualification or disability of the President, the Vice-President shall assume and perform the duties of the President.

The character of the local AHEPA Chapter has changed greatly in recent years. Increased membership and expanded services have made it essential to develop outstanding leadership capable of handling the problems facing our membership. The role of the Chapter-Vice-President should be more than an "honorary" position. The Vice-President is the number one assistant to the President and should consider his year in office as a training period for the time when he may become Chapter President.

The Vice-President must be a worker. His duties and assignments come from the Chapter President as the elected leader. There are many jobs within the AHEPA chapter framework that might be suitable for making use of his leadership talents. Listed below are some ideas that may be considered:

- **The Stand-In** - The Vice-President must be prepared to take over as outlined in the Constitution. This makes it necessary for the Vice-President to become

familiar with all phases of the Chapter's activity.

- **Preparation and Planning** - if the Vice-President is elected President of your Chapter, he will enter upon his duties on July 1st, the following year. Prior to his election he will have the opportunity to prepare himself for the Presidency. During this period, he will have the opportunity to observe the caliber of men in the Chapter and pick the most capable to help him in the future.
- **Membership** - The Membership Committee is one of the chapter's most important committees. The Vice-President would be an ideal person to assume Chairmanship of this Committee. It would prepare him for leadership by allowing him the opportunity to develop organizational ability and at the same time, develop a closer relationship with the members, new and old.

III. SECRETARY

The Secretary shall keep minutes of all meetings and conduct all correspondence delegated to him by the President. No communication shall be official without the seal of the Chapter. He shall also collect all dues from members and turn them over to the Treasurer immediately after collection; he shall counter-sign all receipts for dues. He shall execute a bond payable to the Chapter in the sum of One Thousand Dollars (\$1,000), as a security against defalcation of the Chapter's funds. The Chapter shall pay the premium for such bond. The Secretary shall submit a semi-annual report to the Chapter in the form of an itemized statement showing the amounts received and the sources from which the receipts came; the amounts disbursed and the purposes for which such disbursements were made; the balance in the bank to the credit of the Chapter; the number of members in good standing; number of delinquents; number of suspended and the names of deceased members. This report shall also contain an account of any other matter of importance to the Chapter. Copies of this report shall be sent to the Supreme Lodge Headquarters and to the District Governors.

The Chapter Secretary is the Chapter President's right hand. He is sometimes the least appreciated officer of the Chapter, but his duties are vitally important for the Chapter to run properly, the Secretary must be kept well informed.

Besides the duties outlined in the Constitution, the Chapter Secretary must keep Headquarters and the district Lodges informed of any pending chapter problems. His other duties are:

- Mail all Per Capita Tax Payments to Headquarters immediately after collection to assure:
 - a. Proper credit to the member;
 - b. The member's eligibility for the Emergency Fund;
 - c. The Chapter receives paid credit for National and District Conventions.

- Notify members of all regular and special meetings.
- Read all correspondence from Headquarters.
- Make sure the Chapter has the supplies needed.
- Keep all membership records.

If the Chapter Secretary carefully goes over the "Chapter Questionnaire" he will be able to determine the needs of his Chapter.

IV. TREASURER

The Treasurer shall receive all monies coming to the Chapter, care for the finances, and pay out all monies upon vote of the Chapter. The President shall countersign all checks issued by him. All receipts to the members for dues shall be issued by him (to be countersigned by the Secretary) and shall contain the seal of the Chapter. The Treasurer shall make a report of the finances of the Chapter at every meeting, and also a quarterly report to the Chapter.

The Treasurer shall execute a bond payable to the Chapter in the sum of One Thousand Dollars (\$1,000), as security against defalcation of Chapter money coming to his hands. The Chapter shall pay the cost of said bond. He shall keep books and records of all matters pertaining to his office; he shall pay out no monies, unless so ordered by a majority vote of the members of the Chapter present at a regular meeting, or unless provided for in the Constitution or Decrees of the Supreme Convention. The Board of Governors of the Chapter shall hold his bond.

The duties of all the officers are outlined in the AHEPA Constitution and AHEPA By-Laws.

V. BOARD OF GOVERNORS

The Chapter shall elect the Board of Governors of a Chapter. The number of Governors to be elected is determined by the following chart:

10-25 members	2 Governors
26-100 members	4 Governors
101-200 members	6 Governors
201-300 members	8 Governors
301-400 members	10 Governors
401-500 members	12 Governors
501 and up	14 Governors

CHAIRMAN

The last retiring President of the Chapter shall automatically become Chairman of the Board of Governors and shall serve until his successor in the Presidency retires.

CHAPTER MEETINGS

REGULAR MEETINGS

Regular meetings can be held at such times, places and hours as a respective Chapter may select, but the Constitution states that you shall have two (2) meetings a month.

SPECIAL MEETINGS

Ten (10) members of any Chapter may hold special or extraordinary meetings of Chapters at any time upon the call of the Chapter President, and also upon the written request to the President. Reasonable notice shall be given to the members in advance of such meetings, stating the time, place and purpose thereof.

QUORUM

A quorum for the transaction of business shall consist of nine (9) members of a Chapter, except where the Chapter has a membership of less than thirty-five (35), in which case a quorum shall consist of five (5) members of the Chapter. Five (5) members shall constitute a quorum in any Chapter for the initiation of candidates or other ritualistic work.

SUSPENSION OF MEETINGS

Chapters by two-thirds (2/3) vote of members present and voting at a regular meeting may suspend any meetings for a period not exceeding two (2) months.

RULES OF PROCEDURE FOR CHAPTER

The provisions of the AHEPA Constitution and By-Laws shall govern the proceedings of Chapters, and rules made by the Supreme Conventions or the Supreme Lodge.

Parliamentary questions shall be resolved by using Demeter's Manual of Parliamentary Law and Procedure. (Demeter's may be difficult to find)

Once a meeting has been called to order, it is the responsibility of the Chapter President and his fellow officers to make the meeting interesting.

One of the major tests of a good AHEPA Chapter President is the manner in which he conducts Chapter meetings. The President's job will be much easier and his term of office more successful if he will follow these guidelines.

1. **Always begin and end meetings on time!**
2. Have a prepared agenda of business ready **BEFORE** the meeting opens.
3. Avoid "general" discussions - conduct your business properly and require that members stick to the subject matter at hand.
4. See that all lodge room paraphernalia is in its proper place before the start of the meeting.
5. Instruct all officers and members to observe closely lodge room decorum and manners, whenever infractions occur.
6. Limit your own remarks to those of a presiding officer - do not enter into

discussions, unless you are answering points of information, and keep your remarks brief and to the point.

7. Be fair and impartial in your decisions.
8. Limit debate and discussion within reasonable bounds.
9. Do not deny a member his right to voice an opinion, so long as he is speaking on the point in questions.
10. Be friendly, courteous and reasonable while in the Chair; yet maintain control of the meeting at all times, with firmness and good judgment.
11. Give ample authority to your Committees in the preparation of reports and instruct the Committees to come before the floor with definite recommendations for Chapter decisions. **DO NOT** throw the floor open to general discussion on topics that should be discussed in Committee meetings, and thereby waste valuable time.
12. **ALWAYS** finish your meetings within a reasonable hour. Set specific hours for opening the meeting, and also for closing the meeting.

REGULAR AHEPA MEETINGS

Although the program itself is an important facet of the regular AHEPA meeting, equally important is the manner in which the meeting is conducted. No matter how fine the program is:

- If it is conducted in a disorganized manner, it may be doomed to failure. Below is a checklist for an effective program.
- Prepare an AGENDA in advance. Go over the final arrangements for the meeting with both your Vice President and Secretary.
- Make sure your Committee Chairmen are ready to report.
- Make sure the Warden has set the Chapter Room as required.
- Make sure all flags, jewels, etc., are in the Chapter room. Prepare a list of "Unfinished Business". Prepare a list of "New Business".

SAMPLE CHAPTER AGENDA

1. Call meeting to order
2. Opening prayer
3. Roll Call of officers
4. Minutes of previous meeting
5. Treasurer's report
6. Communications
 - a. National Headquarters
 - b. District Lodges
7. Report of standing committees
8. Report of social committees
9. Balloting on new members (if needed)

10. Unfinished business
11. New business
12. Good of the Order
13. Bills against the Lodge (some chapters combine this with the Treasurer's report)
14. Closing prayer
15. Close the meeting

The entire AHEPA meeting procedure can be found in the **Manual of Meetings and Ceremonies**.

CHAPTER PARAPHERNALIA

The following are a necessary part of the AHEPA Chapter meeting room, since all regular meetings of the AHEPA are supposed to be ritualistic meetings.

1. Altar
2. Bible
3. Stations
4. Flags
5. Chapter Banner
6. Gavel

In summary, it is the responsibility of the Chapter President to make sure that the Chapter does work of the AHEPA. If he fails, the Chapter fails.

AHEPA JEWELS

President
Vice President
Secretary
Treasurer
Warden
Sentinel
Chaplain

CHAPTER COMMITTEE GUIDELINES

FUNCTIONS OF A COMMITTEE

The primary function of a committee is to contribute to the efficient operation of your Chapter. In most cases, a committee is concerned with the communication of information and with assisting your chapter officers in the decision-making process by providing needed information.

The newly elected AHEPA Chapter President will find that well-functioning committees are the signs of an active AHEPA Chapter. Although Chairmen are appointed for all "Standing and Special" Committees, the responsibility for the success or failure of their activities lies with the Chapter President.

Since the Chapter President is often busy, it is his responsibility to assign one of his key Chapter Officers to oversee the committee. Listed are some techniques that have resulted in effective and successful committee activities:

- Adoption of specific objectives for the year;
- Conference with committee members of the preceding year for background information on activities;
- Meetings with the new committees immediately after chairmen and members have been appointed.

COMMITTEE MEMBERS

- Should be appointed because they are either knowledgeable about or interested in the work of the committee; they should know who the committee chairman is.
- Should know what the specific responsibilities of the committee are
- Should establish realistic, attainable goals
- Should get involved and participate

HOW A COMMITTEE MEETING IS STRUCTURED

Following is the generally accepted sequence, or order of business that is observed for a meeting:

1. Call the meeting to order
2. Roll Call (can be omitted) and/or Minutes of previous meeting
3. State purpose of meeting
4. State briefly program of meeting
5. Discuss and resolve agenda items as they appear
6. New Business
7. Adjourn the Meeting

CHAPTER COMMITTEE

The President of the Chapter has the added responsibility of appointing a standing committee as outlined in the constitution and others that will help organize your chapter.

In making committee selections, the following check-list should be used:

- ✓ Determine a member's interests and background, and put him to work on a
- ✓ Committee whose field of work is closely aligned with that member's own personal interests.

- ✓ **Appoint your newly initiated members** to Committees - give them a bit of responsibility so as to quickly get them interested in the Chapter.

- ✓ Remember that a member will work best with a Committee in which he has a particular interest.

- ✓ The Committee Chairmen must be dependable and energetic members, who have initiative, imagination and drive. The committee chairmen are your "key" men, and they must produce results for you, if you are to have a successful year. It is impossible for you to do all the work yourself; therefore, your selection of Committee chairmen is highly important.

AFTER THE COMMITTEES ARE APPOINTED

Following the selection of Committee appointments, your next task is the preparation of a **Work Plan** for each Committee. Proceed as follows:

1. Prepare a separate work plan for each Committee and list therein the names of all Committee members, and officers

2. This Work Plan must be written out and copied so that all members of the Committee have a copy.

3. In this Work Plan you will lay out the work you want accomplished, with detailed instructions for each Committee, and present to each Committee a clear and detailed picture of your objectives and Program.

4. Bear in mind that the chapter President is an ex-officio member of each Committee, and that he must constantly keep in touch with all Committees and be informed of their progress.

STANDING CHAPTER COMMITTEES

The following standing committees are a necessary part of each chapter and must be appointed by the Chapter President. If each of these committees function, as they should, your chapter will be much stronger.

MEMBERSHIP COMMITTEE

The size of this Committee is determined by the size of the Chapter, and also by the plans your Chapter has in force at the time. The Headquarters Manual "A Plan for Increasing Membership" contains an outline of a proper means of maintaining a permanent Membership Program. This Committee must maintain a prospective membership list, and

carry out stated procedures for calling on prospective members, as well as a stated program for the Reinstatement of delinquent members. Please bear in mind that gaining **Membership is a Permanent Program of the Chapter**, which goes on year-round, and never stops. This Committee must make regular reports at every Chapter meeting, and the subject of Membership must never be slighted on the meeting Agenda.

EDUCATIONAL COMMITTEE

Your Education Committee must be composed of members qualified in the preparation of specific Educational programs for Chapter meetings, both open and closed meetings. Such programs include outside lecturers on vital subjects of the day - speakers on various matters of interest - lectures by Chapter members on important fraternal matters such as Parliamentary Procedure, Constitutional regulations, Degree Team work, and any other matter of interest to the Chapter. This committee must bear in mind that the end purpose is the educational value of each particular project, for the improvement of the Chapter Program, as well as the increased interest and attendance of the membership.

NATURALIZATION COMMITTEE

To aid those members requiring assistance in their efforts to become American or Canadian citizens!

COMMITTEE ON ENTERTAINMENT

To arrange for and provide wholesome programs of entertainment for the membership. A constant run of dry, humorless meetings will tax the endurance of your membership, and this Committee has the responsibility of preparing programs with an entertainment value, to break the monotony of regular business. This Committee requires men of imagination and creativity who can plan short skits, group-singing, humorous contests between members, and other monotony breaking programs. There is, after all, only so much "business" during a chapter year, and this Committee can do a tremendous job in maintaining membership interest.

PUBLIC RELATIONS COMMITTEE

This is a specialized field, and must include members who have some experience in writing and preparing news releases and news bulletins. Your Chapter Bulletin should come under the authority of this Committee. The Committee will publicize all forthcoming events of the Chapter in local newspapers, radio and TV, to help assure widespread knowledge of chapter activities and programs, not only to the outside public, but also to all members of the Chapter. Study your Public Relations Manual.

SONS OF PERICLES ADVISORY BOARD

To supervise and work closely with your local Chapter of the Sons of Pericles, the Junior Order of AHEPA. It is vitally important to place men on this Committee who can work harmoniously with their junior brethren, and assist them with their problems, programs, and activities.

COMMITTEE ON SICKNESS

To visit members who may be ill, and convey to them the sympathy and good wishes of

the Chapter. Any information on sick members should be channeled directly to this Committee, so they may carry out their duties expeditiously.

COMMITTEE FOR THE RELIEF OF MEMBERS IN DISTRESS

This Committee must consider its job a private one, and any information on members in distress should be channeled to their attention for action.

CIVIC ACTION COMMITTEE

To mobilize the Hellenic-Americans and the community, whenever the Chapter, District, or Supreme Lodge determine that civic action is necessary on a particular matter. When the matter is of a District or National nature, a District or National Chairman shall direct the Chapter Civic Action Chairman.

SPECIAL COMMITTEES

There are additional important Committees which must be appointed, and which are not covered by the Constitutional Standing Committee List.

SCHOLARSHIP COMMITTEE

Many Chapters have adopted special Scholarship Programs, and award cash or bond scholarships to outstanding and needy local students, for the continuation of their education. The annual award of the set of the Greek Classics to the outstanding high school graduate in the field of the humanities would come under the jurisdiction of this Committee.

ATTENDANCE COMMITTEE

This special committee can be utilized to develop plans to stimulate attendance at regular meetings of the Chapter. Their plans could include Attendance Teams, competing for prizes; Perfect Attendance Awards for individual members; Door Prizes at stated meetings; and other plans.

NEW CHAPTER COMMITTEE

This Committee would be set up for the express purpose of establishing New chapters of the AHEPA in the same community, or in nearby communities. Already established Chapters with a good potential for additional new AHEPA Chapters in their city should adopt a progressive program for initiating such a move.

INTER CHAPTER MEETINGS

This Committee would prepare plans for holding Inter-Chapter meetings between nearby AHEPA Chapters, and also with chapters of the AHEPA Auxiliaries. These may be combined business and social meetings.

The further development and close relationship of the AHEPA Family is desirable and necessary for the growth and progress of the AHEPA.

CHAPTER BULLETIN EDITOR

This member should be a part of the Public Relations Committee. The Chapter Bulletin

keeps members informed on programs, past and future; and with all activities of the chapter, the district, and nationally. The Bulletin should contain the list of Committees, dates of meetings, and agenda for the next meeting.

RECEPTION COMMITTEE

To greet all members at your meetings; to welcome guests and speakers; to welcome District and Supreme Lodge visitors upon arrival in the city, and to the Chapter room.

ATHLETICS COMMITTEE

To assist your Chapter Athletic Advisor in his duties and to help carry out a complete sports Program.

The size and number of Committees is usually determined by the size of your Chapter. You must constantly bear in mind that the life-blood of your Chapter is the activity and interest of ALL your membership, and that ALL your membership must be given the opportunity to take part in Chapter Programs.

An AHEPA Chapter consists of members of ALL ages. Younger members have different interests and different viewpoints than your elderly members. These points must be kept in mind in making committee appointments, and planning the work of the various committees.

Other special committees will be appointed for some special project - your annual dance, dinner dance, or banquet, will consist of a Special Committee for that one event. The same may be true of other projects.

CHAPTER MEMBERSHIP DUES

Each chapter shall have power to assess its membership regular dues at its discretion. Such dues shall be payable in advance annually.

As Chapter Secretary it is your responsibility to collect these funds and remit the Per Capita Tax portion to Headquarters as soon as you receive it.

EXAMPLE: If your chapter dues are \$48.00 annually collect it before June 30th and remit \$40.00 Per Capita Tax to AHEPA. Your chapter retains \$8.00.

I. Chapter Statements - It is imperative that you mail statements to your chapter members before the first of the year and monthly thereafter. Upon receipt of your members' dues you should do the following:

- a. Issue a Chapter Receipt
- b. Present the member with his AHEPA Membership card
- c. Mail the member's Per Capita Tax to AHEPA

II. How Can Headquarters Help? AHEPA Headquarters can offer you the following:

- a. Gummed Labels for each member will cost \$15.00 a set / or e-mailed setup labels are free you buy your own labels
- b. Updated Rosters

III. District Assessment Some Districts assesses their chapters. Mail District assessments to your district Secretary or to the person designated by your District Governor!

IV. How to Determine Chapter Dues

National Per Capita Tax	\$40.00
District Assessment	\$ 2.00
Postage, Mailing, Chapter	<u>\$13.00</u>
Costs (what it costs per member to run your chapter)	\$55.00

V. Penalties for Neglecting to Pay Dues

Delinquent members, over six (6) months shall be allowed to attend meetings, but shall not have the right to speak or vote.

A member who is as long as **eleven (11) months** in arrears shall be listed as being in bad standing. If he does not pay his dues within thirty (30) days after notification, he shall be considered suspended.

If Headquarters does not receive the Member's Per Capita Tax for **twelve consecutive months**, he shall be considered ipso facto suspended with the lapse of the rights and privileges of a member in good standing.

ORGANIZATION OF NEW CHAPTERS

The formation of new chapters is a priority if the AHEPA is to continue to grow.

To start a new chapter, the following requirements as outlined in Article VIII of the AHEPA Constitution must be met. We have itemized the procedures necessary:

1. A petition for a chapter shall be signed by twenty (20) new or members who have been suspended for non-payment of dues and members who are residents of the city in which the Chapter is sought to be established for a minimum of two (2) years and wish to transfer to the new chapter, who subscribe to the objects and principles set forth in Article 2 and meet the requirements of membership in Article V of the Constitution. The petition shall be addressed to the Supreme Lodge and the Governor of the District in which the Chapter is sought to be established provided that the District Lodge has approved the petition by a majority thereof. Further, the Chapter shall show the reinstated and transfer members as Founders, the new members as Charter Members and they shall receive the same type and recognition, dignity and respect as those who establish the Chapter.

APPLICATIONS

All new applications must be complete, as must all reinstatement and transfer applications. They must show the member's national serial number. If a member reinstates and transfers **BOTH** applications are necessary. **Petitions will not be considered, unless these requirements are met.**

FEES

The following fees must accompany the petition for a new Chapter.

- New Member: \$40.00 Per Capita Tax plus initiation fee \$15.00
- Reinstated Member: \$40.00 Per Capita Tax, plus reinstatement fee \$10.00
- Transfer Member: They pay their local area the transfer fee

Chapter Number Issued by AHEPA Headquarters upon approval of the petition by the Supreme Lodge

CHAPTER BILLINGS and REMITTANCE FORM CHAPTER FILE

AHEPA Headquarters mails each Chapter, a Chapter Bill and Remittance Form. AHEPA mails the bills quarterly depending on the chapter's payment activity.

The Chapter Bill must be used when remitting all Per Capita Tax. If the Remittance Form is not used and we cannot understand your remittance, it will be returned to the Chapter Secretary.

The form is broken down as follows:

1. Chapter Number/Name
2. Run Off Date
3. Full Name of Member
4. Date Paid Through
5. Total Per Capita Tax Due
6. National Serial Number

The last column is the important one. If a member owes \$40.00 as shown in column three (amount due) and pays you, just write \$40.00 in the last column. You then add all payments and total on the designated line at the bottom of the page. If your form is more than one page, total on the last and make a notation.

New Members- On the bottom of the page. If you have 10 members, just fill in the blanks. This remittance covers 10 new members in the amount of \$550.00. This covers the \$15.00 initiation fee and Per Capita Tax of \$40.00 for each member.

Reinstated- Same as new members except that the fee is \$10.00 per member.

National Serial Number- this is very important. This number must appear when a member reinstates or transfers into your chapter. They cannot be placed in the computer without this number.

Life Members- This is noted by the word "**Life**" in the paid through column. You will notice that on some forms a number appears in the "Amount due" column. **Please disregard this.**

Corrections and Deletions- If a member has moved, passed away, or has been suspended, cross out his name and make a notation so that we can remove him from our active file. Correct all spelling errors on the form itself.

REINSTATEMENT OF MEMBERS

I. **Reinstatement**

- A. Any member who has been suspended solely for the non-payment of dues shall be reinstated upon the payment of the current year's dues, plus \$10 Reinstatement Fee.
- B. All applications for reinstatement shall be circulated to the entire membership of the Chapter in good standing.
- C. Any member who has been suspended solely for non-payment of dues for no more than three years shall have the right of being reinstated automatically by making payment of all dues in arrears.

II. **Reinstatement From Another Chapter**

- A. Any member who has been suspended for non-payment of chapter dues, and who has moved from the city where his Chapter is located, may apply for reinstatement and transfer to the chapter in the city where he now resides. Paying existing fees to the Chapter to which he desires to transfer, plus the required reinstatement and transfer fees can reinstate such member.

III. **Application and Fees**

- A. A reinstatement application must accompany all requests. The application must be complete and must include the member's national serial number, Per Capita Tax (\$40.00) plus \$10.00 (Reinstatement Fee).
- B. Any member reinstated after January 1, 1970, regardless of age, shall not be eligible for the benefits of the Emergency Fund.
- C. Reinstatement is covered under the AHEPA Constitution and By Laws.

TRANSFER OF MEMBERS

Any member who is in good standing and whose current dues have been paid is eligible for transfer from one chapter to another.

A transfer may be affected as follows:

1. The member seeking transfer shall file an application in writing with the Secretary of the Chapter to which he desires to transfer.
2. The application shall be accompanied by current dues, if not already paid to the old chapter. Members suspended for non-payment of chapter dues must reinstate and transfer into the new chapter either by the reinstatement process as set forth in the Constitution, or by full payment of all back chapter dues to the new chapter. If retention of membership is by full payment of back dues, such full payment will be remitted to AHEPA Headquarters who in turn will remit to the old chapter the delinquent dues of the transferring member.
3. The Secretary of the Chapter receiving a member by transfer shall, in writing, so notify the Supreme Lodge.
4. A transfer shall be approved by a majority vote at any regular meeting of the Chapter to which the transfer is sought.
5. Any member may transfer to another chapter, even within the same city, except that no member may transfer more than once within a two-year period unless he has moved his place of residence to another city.

FEE

Remit only \$40.00 Per Capita Tax to Headquarters

NOTE:

- a. The member's national serial number must be written on the transfer application.
- b. A chapter that accepts a transfer member must send a copy of the transfer application to the member's old chapter.
- c. Headquarters will also notify the old chapter of the transfer.

FEES

APPLICATIONS

Any person seeking membership in this Order, shall fill out, sign and file with the Secretary of the Chapter that he desires to join, the required application for membership. His application shall be endorsed by one or two members of the Order in good standing and shall be accompanied with the required initiation fee.

Upon completion of the applications all requirements outlined in the AHEPA Constitution and By Laws must be **followed** where necessary.

1. When completing the application, please print or type, in order that the information can be transferred into the computer. Address including the zip code is important as is the date of birth and initiation date.
2. Make a Xerox copy of all applications for your files.
3. All applications received by AHEPA become a permanent part of your Chapter records.
4. Before applications are mailed to AHEPA the following requirements must be met:
 - a. Every candidate, for membership, whose application has been duly accepted, must be initiated.
 - b. A minimum initiation fee of \$15.00 must be collected. \$15.00 of this fee is to be mailed to AHEPA with the application.
 - c. Fees to be mailed with application to AHEPA
5. New Member
 - \$40.00 Per Capita Tax
 - \$15.00 Initiation Fee
 - \$55.00 Total remitted to AHEPA**
6. Sons of Pericles
 - a. Members of the Sons of Pericles who are duly **initiated** into the AHEPA at age 21 will not be required to pay an AHEPA initiation fee, per capita tax, or chapter dues.

Chapters may charge initiation fees in sums greater than that specified above, but in no case shall a chapter collect a lesser sum, unless permitted by special dispensation from the Supreme Lodge.

PER CAPITA TAX

As outlined in the AHEPA Constitution and By Laws, each chapter must remit \$40.00 per member each year to AHEPA Headquarters.

The legislation passed, reads as follows:

Per Capita Tax - Beginning with January 1st every Chapter shall remit to AHEPA Headquarters at the rate of Forty Dollars (\$40.00) per year for each member, except for those members who have been members in good standing of the Order of AHEPA for fifty (50) years, in which case there shall be no tax, and such members will receive a Life Member Membership Card.

All Chapters must remit Per Capita Tax promptly.

Per Capita Tax payments to Headquarters for new and reinstated members during the months of November or December shall be applied to the following calendar year.

AHEPA SERVICE PINS

Our Supplier Awards Unlimited has the following AHEPA service pins available for presentation to those brothers who qualify: 5-year pin; 10-year pin; 25-year pin; 35-year pin; 40-year pin; 45-year pin; 50-year. Please visit www.awardsunlimited.com or call them toll free (800) 950-3553. For 60yrs to 75yrs please call Headquarters to order.

In order to receive the service pins, members must have been in good standing (dues paying members) for the following number of years:

05-09 years of active service 5-year pin
10-24 years of active service 10-year pin
25-34 years of active service 25-year pin
35-39 years of active service 35-year pin
40-44 years of active service 40-year pin
45-49 years of active service 45-year pin
50-59 years of active service 50-year pin
60-75 years of active service 60- 75 year pin

ELIGIBILITY

Eligibility is based upon the total number of years of membership in good standing. Only those years in which the member has paid his Chapter Dues will be counted for eligibility. Years during which a member was delinquent will not be counted.

HOW TO DETERMINE WHO QUALIFIES

We have revised our service pin procedure to better serve the Chapter and the following is the procedure that will be used, effective immediately.

When you request a list of those eligible for service pins, Headquarters will mail you a complete printout if pins were previously presented, do not order them again. Your Chapter Roster lists the years of service for each member in your Chapter. Simply order pins for those who qualify using the chart above as your guideline.

All years of service shown are those years for which we received per capita tax. All problem cases will be handled on an individual basis.

LIFE MEMBERSHIP

Life membership is attained when a member has paid his dues for fifty (50) years.

All Life Members are notified by AHEPA Headquarters of their eligibility directly and are mailed a Life Membership Card. The Chapter must purchase the 50-year pin and present it to the member at a designated event.

AHEPA EMERGENCY FUND ELIGIBILITY

The AHEPA Emergency Fund has been in effect since 1937 and offers qualified AHEPAns' survivors a small Death Benefit sum ranging from \$100.00min to \$200.00max.

Any member initiated or reinstated after January 1,1970, regardless of age, shall not be eligible for the benefits of the Emergency Fund.

In order to qualify one of the following criteria must be met.

1. All members who were initiated or reinstated prior to January 1,1942, and who keep themselves continuously in good standing with their chapter and with headquarters are entitled to the full amount of the benefit (\$200.00) with noted exceptions:
 - a. Members who at the time of their initiation have reached their 60th birthday will not be entitled to the death benefit.
 - b. Members who at the time of their reinstatement have reached their 60th birthday will not be entitled to the death benefit.
2. Members initiated or reinstated after December 31, 1941, and less than 60 years of age, who kept themselves continuously in good standing with their chapter and headquarters, will be entitled to a death benefit amount will depend upon the member's exact age of initiation or reinstatement, as cited below:
3. New and reinstated members will be eligible to the death benefit after twelve (12) months elapsed form the date they were initiated or reinstated.
4. Members who at the time of their death are in arrears in the payment of their dues for six (6) months or longer will not be entitled to the death benefit.
 - a. When members are fifty (50) years of age but have not reached their fiftieth (50) birthday at the time of their initiation or reinstatement, they will be entitled to a death benefit of one hundred fifty (150.00) dollars.
 - b. When members are forty (40) years of age at the time of reinstatement or initiation, they will be entitled to a death benefit of one hundred and fifty dollars (\$150.00).
 - c. When members are below forty (40) years of age at the time of their initiation or reinstatement, they will be entitled to the full two hundred (200.00) death benefit.

How To Apply

The Chapter Secretary must complete the following and remit to headquarters immediate:

1. A certified copy of the deceased death certificate.

2. A completed claim form (available from headquarters, please include name and mailing address of the chapter secretary filling form out).

Checks

All checks are mailed directly to the designated beneficiary. If no beneficiary is named, the check is made payable to the Estate of the beneficiary. A copy of the letter is sent to the chapter secretary. Please note the deceased bothers' per capita tax must also be paid and up to date to qualify.

AHEPA MEMBERSHIP CARD

The AHEPA membership card is a form of identification, which should be carried by all paid members to show that they are members in good standing of the Order of AHEPA.

Beginning in 1981 the AHEPA started issuing **permanent membership cards** to all those members who are fully paid up.

Either the chapter secretary or a member should use the **National Serial** number on the card in all correspondence to Headquarters.

When a Member Pays His Dues, the Chapter Secretary should issue a chapter receipt and issue the card.

A Chapter Receipt should be issued to everyone who pays his dues for it is the only item he will be receiving as proof of payment.

New Members will receive their membership cards directly from AHEPA Headquarters, along with their membership certificate and a letter of welcome from the Supreme President. (Effective January 1, 1999)

Life Membership Card *is only issued once*, and sent to the member along with a certificate and letter from the Supreme President. Cards will not be sent to the Secretary annually.

All Reinstated Members will receive their membership card directly from the Chapter Secretary upon receipt of his application and per capita tax.

The Chapter Secretary will issue All Members Who Transfer into another AHEPA Chapter new cards.

If a Member Loses His Card, we will replace it upon written notice to Headquarters.

CHAPTER PROJECTS

AHEPA is only as strong as its chapters, and as Chapter officers it is your responsibility to provide a strong chapter program. Listed are some suggestions you may wish to consider.

1. Las Vegas Night – It is fun, inexpensive and profitable.
2. Sponsor a dinner for local high school graduates.
3. Sponsor a Chapter New Year's Eve party.
4. Hold a dinner each year on the day your Chapter was chartered and honor all Charter members in your Chapter.
5. Donate a set of Encyclopedias and the Greek Classics to your Church library.
6. Sponsor a Communion Breakfast.
7. Support the Modern Greek Studies Program at your local University.
8. Sponsor an Easter Egg Hunt for the children of your community.
9. Hold a "Bingo" party once a month.
10. Consider chapter dances for the following:
 11. Valentine Day Dance
 12. Apokreatiko Glendi
 13. Christmas Ball
14. Present the AHEPA Periclean Award to your Mayor at a formal dinner.
15. Honor your local "Ahepan of the Year".
16. Work with the local Blood Mobile.
17. Start actively looking for an AHEPA Home.
18. Hold periodic AHEPA Family pot-luck dinners.
19. Conduct a Chapter raffle once a year as a fundraiser.
20. Hold a 50-50 raffle at all chapter meetings.

21. Have an interesting speaker at all your meetings.
22. Solicit funds for your local Heart Fund.
23. Purchase new robes for the Altar Boys of your Church.
24. Work with local Historical Society to compile a history of the Greeks in your community.
25. Hold a Father-Son Dinner.
26. Rent a bus and bring the youth of your community for a tour of our Nation's Capital.
27. Present community service awards.
28. Host a special AHEPA Family Christmas Party or one for the community where you have a Santa and distribute grab bag gifts.
29. Purchase flowers for your Church to be used during the Holiday Season.
30. Visit the older members of your community and deliver fruit baskets on Christmas as well as ham/turkey, especially for those in nursing homes.
31. Contribute to your local community "Toy Fund" or Christmas Fund. Your chapter contributions will be greatly appreciated.
32. Present a long stemmed rose or flower to each mother during or after Church on Mother's Day.
33. Celebrate AHEPA Day.
34. On Memorial Day place a small wreath and/or American flag on the graves of all our departed brothers at your local cemetery. On the Sunday preceding Memorial Day have a special memorial service in Church.
35. Sponsor a scholarship dinner for the community where you can present the AHEPA Greek School Certificate and Medal with other Chapter scholarships.
36. Host a Chapter picnic for the AHEPA Family.
37. On the Sunday immediately preceding or following the 4th day of July, sponsor an oratorical contest in the community.
38. Sponsor a float in your local 4th of July Parade.

39. Hold a meeting with the presidents of the AHEPA Family and schedule your year's activities in advance. Notify the Church Board in order that all community activities can be coordinated.
40. Install your new officers at a public installation and include the entire AHEPA Family. Invite District and Supreme Lodge officers.
41. Schedule a small dinner meeting for the AHEPA Family "Dutch Treat" and honor the immediate past president of your Chapter. Present him with a plaque and Past Chapter President pin.
42. Check with your local Board of Electors and plan a Voter Registration Drive.
43. Host a fundraiser for your local Congressman. Write Headquarters for additional information.
44. Show a Greek movie at Church. Serve coffee/pastry. This entails little cost and serves the community.
45. With Election Day coming, sponsor a Candidates Forum where candidates seeking office can address those present on issues of mutual concern. Let the candidates know that the Greek community is active and interested.
46. Decorate the Church hall and host an old fashioned Halloween Party for the children of the community. Make it mandatory that everyone wears a costume. It's safer than having the children on the streets and the parents will appreciate it.
47. Hold your chapter meeting at a local restaurant (inexpensive) and host those members of your Chapter who served in our Armed Forces for Veterans Day.
48. Donate food and warm clothing to those in need.
49. Donate books of interest to your local library.
50. Support your local symphony and art center.
51. Sponsor and coordinate a "Hellenic Week" for your community.
52. On a Saturday, paint your park benches.
53. Visit the children's ward of your local children's hospital on a regular basis and donate small gifts.
54. Volunteer to work with your local Drug Abuse/Alcohol Abuse Program. Schedule an official to speak to your Chapter.

55. As a long-term project donate equipment for a children's park or hospital.
56. Participate as a Chapter in local walk-a-thons for the March of Dimes, Heart Fund.
57. Participate in your local Voter Registration Drive.
58. Sponsor an exhibit of Greek Art at your local museum.
59. Participate in your local Special Olympics program as a sponsor, hugger, or worker.
60. Participate in your local International Festival.
61. Award a scholarship to your local high school to be known as the AHEPA Scholarship.
62. Distribute fifty (50) turkeys to the needy over the Thanksgiving Holiday.
63. Donate food to "soup kitchens" on a regular basis.
64. Start a chapter "Blood Bank" in cooperation with your local hospital.
65. Sponsor a chapter of the Boy Scouts or Girl Scouts.
66. Purchase a public service billboard for a worthy local project.
67. Work with your local park department, YMCA or Boys Club and sponsor a team in their athletic program. For a uniform and a small fee, AHEPA can be recognized in your community as a viable organization. The following are always looking for sponsors:
 - a. Basketball
 - b. Football
 - c. Baseball
 - d. Soccer
68. Enter a Chapter team in your local bowling alley.
69. Sponsor a Gin Rummy Tournament.
70. AHEPA Night at your local racetrack.
71. Sponsor a "Sports Night" and ask a local celebrity to speak to your Chapters.
72. Sponsor a Chapter golf outing.

73. As a Chapter, purchase a block of seats at a pro football/basketball game and attend as a Chapter.
74. Bring the youth of the community to a professional game.
75. Honor all Greek high school athletes at a special dinner.
76. Donate sporting equipment to the city or a non-profit organization such as the Boys Club.
77. On Greek Independence Day consider the following:
78. Sponsor an Essay Contest
79. Sponsor an oratorical Contest after Church
80. Host a dinner/luncheon and invite the Bishop and your respective Congressmen to address the gathering
81. Sponsor a "Play"
82. Larger communities may want to invite the Ambassadors from Greece or Cyprus to address your Chapters.
83. Invite a Past Supreme President to address your Chapter, initiation or installation.
84. Assist newly arrived members of your community to get settled. Welcome them, etc.
85. Visit the sick members of your Chapter on a regular basis.
86. Sponsor an "Employment Symposium" for the youth of your community.
87. Invite one of the following to address your Chapter meeting or dinner:
 - a. Noted Greek Author
 - b. Prominent Businessman
 - c. Mayor or Congressman
 - d. Travel Agent
 - e. High School Athletic Director
 - f. Banker/Attorney or Trust Officer

SONS OF PERICLES

All Sons Chapters shall be the Junior Auxiliary organization of the Order of AHEPA. Its membership shall consist of young men who have reached their 14th birthday, but not their 25th, who are of Hellenic descent from either parent, or are the sons of members in good standing of the Order of AHEPA or the Daughters of Penelope.

HOW TO START A SONS CHAPTER

1. Obtain applications and a Charter Petition from Headquarters.
2. Complete all applications and the Charter Petition and return to Headquarters immediately following initiation. All fees must accompany the Charter Petition.
3. The minimum requirement is eight (8) members to start a Chapter.

FEES

- a. New member per capita dues \$15.00
- b. Current member per capita tax \$25.00

REINSTATEMENT OF A SOP CHAPTER

1. Check with Headquarters as to the date the Chapter last reported.
2. Remit reinstatement application plus \$25.00 to Headquarters.
3. A reactivated Chapter will maintain the same number originally assigned.

Upon organization of the Chapter, the members must elect new Chapter officers and immediately report their names and addresses to Headquarters.

It is the responsibility of all AHEPA Chapters to appoint an advisory board of three (3) active members to oversee the activities of the Sons.

All members shall, upon attaining their 21st birthday, apply for membership in the Order of AHEPA. Once AHEPA membership has been attained, the member becomes a dual member. He is required to pay his Sons dues and AHEPA per capita tax only. Upon attaining his 23rd birthday, a member must pay both Orders full dues.

Finally, upon attaining his 28th birthday, members are graduated from the Sons to the Order of AHEPA, either on August 31st, following their birthday, or at the end of their elected term.

COMPUTER LISTS AVAILABLE AT HEADQUARTERS

CHAPTER LABELS (GUMMED)

The labels have names and addresses of all chapter members and should be used for chapter billings, meeting notices and special communications. These labels are self-adhesive. ***(\$15.00 a set or free by e-mail)***

DISTRICT LABELS (ALL CHAPTER GUMMED)

These labels include the names and addresses of all members within a DISTRICT; by chapter, and can be used by the DISTRICT LODGE to communicate to all members on special District projects. These labels are self-adhesive and are also available in zip code sequence. ***(\$50.00 a set or free by e-mail)***

CHAPTER ROSTER

This lists the name, address, zip code, national serial number, date of initiation, date of birth, years of service, and date paid thru of all members within a chapter.

DISTRICT ROSTERS

Same as the chapter roster but includes all chapters within a District. ***(Available to District Governors only.)***

DELINQUENT MEMBERS

Lists all delinquent members in your chapter (may be incomplete) and shows last year they paid their dues.

LIFE MEMBERS

This lists all the members of your chapter that have been designated by AHEPA HEADQUARTERS as 50-year members.

AHEPA SCHOLARSHIPS

The following scholarships are awarded by the AHEPA on an annual basis:

Graduate Studies

- Nick Cost Scholarship
- Dr. John C. Yavis Scholarship
- P. A. Margaronis Scholarship
- Archbishop Demetrios Scholarship
- Spiro & Cleo Millios Scholarship
- Athanasios & Ekaterini Backus Scholarship (Medical School Students Only)

Undergraduate Studies

- George Leber Scholarship
- George Chirgotis Scholarship
- Nick Cost Scholarship
- Sam Dakis Scholarship
- Dr. John C. Yavis Scholarship
- P. A. Margaronis Scholarship
- Christ Gustav Scholarship
- Archbishop Demetrios Scholarship
- Gus County Scholarship
- George & Hellis Constantine Scholarship

Sons of Pericles Scholarships

- George Kaloudis Memorial Scholarship
- John Katsimatides Memorial Scholarship
- Stergios B. Milonas Scholarship

Hellenic College / Holy Cross Seminary Scholarship

- Carlos T. Touris Scholarship

AHEPA National Housing Corporation Scholarship

(Available to students who are majoring in gerontology, geriatrics, nursing, physical therapy, public administration, management studies or property management)

James G. Pulos Memorial Scholarship

Available to Undergraduate students who are majoring in; engineering, medical sciences and nursing! Also available to, Graduate students who are majoring in biotechnology/bio-engineering, genetic sciences, and political science. Both categories are for students with a primary residence in the following states (VA, MD, CT, DE, NY, NJ, PA & MA) or the District of Columbia.

All AHEPA Educational Foundation Scholarships can be applied for using a single application form that can be found on http://www.ahepa.org/educ_foundation/index.html

AHEPA National Scholarships for Districts:

Nicholas Kounaris

P. A. Margaronis

Sam Nakos

William P. Thomas

NOTE: *AHEPA Educational Foundation Scholarships for Districts must be applied for directly to each individual district, not AHEPA Headquarters.*

AHEPA ATHLETIC AWARDS

THE HARRY AGGANIS AWARD

Awarded annually to the Outstanding Hellene in the field of athletics, professional or amateur of college-level or above. The selection is announced at the Supreme convention.

WILLIAM CHIRGOTIS COLLEGIATE ATHLETE AWARD

Awarded annually to the outstanding Greek-American College Athlete and awarded at the Annual Supreme Convention from a trust fund established by William G. Chirgotis, PSP.

DR. KIMON A. DOUKAS: COLLEGIATE SCHOLAR-ATHLETE AWARD

Awarded annually to the Outstanding Collegiate Scholar-Athlete to a duly matriculated student in college, outstanding academically and in athletics, and to an incoming Junior or Senior. The nomination by Ahepans must be accompanied by a full scholastic and athletic biography from the athlete's school, as well as any newspaper clippings, etc. A committee of seven will determine the winner who is announced at the Supreme Convention. This scholarship award is for \$1,000.

JOHN PETER VLAHOS SCHOLAR-ATHLETE AWARD

Awarded annually to the Outstanding High School Scholar-Athlete of Hellenic Descent. Established by John Peter Vlahos in memory of his son Dean J. Vlahos. The award is for the sum of \$2,000.

EXCELLENCE IN ATHLETICS

To be awarded on an annual basis for excellence and outstanding achievement in high school athletics, to the Outstanding Greek American High School Athlete in the United States. Established in 1990 by the AHEPA Athletic Boosters Club. This scholarship award is for \$2,000.

COL. PETER N. DERZIS HIGH SCHOOL SCHOLAR ATHLETE AWARD

Established in 1998 in memory of Past Supreme President Derzis by the Peter Derzis Chapter #438 of Arlington, Virginia. This award is for \$1,000 and is to be presented to an outstanding High School Scholar Athlete chosen by a seven man secret committee with athletic knowledge and appointed by the AHEPA National Athletic Director. The award will be presented at the Sports Awards Luncheon at the National Convention to the recipient who, as our guest, will also receive a plaque. To receive this award, the recipient must be registered as a college student by November.

AHEPA HALL OF FAME AWARDS

In 1974, National Athletic Director Dr. Monthe N. Kofos proposed the establishment of the AHEPA Hellenic Hall of Fame. The purpose of the Athletic Hall of Fame is to recognize our outstanding Hellenic athletes. This was the second ethnic hall of fame in the United States. The recipients are honored at the Supreme Convention.

ZOE CAVALARIS OUTSTANDING FEMALE ATHLETE AWARD

Presented annually by the Daughters of Penelope to the outstanding Hellenic female in the United States. This award will be presented at the Supreme Convention Awards Luncheon.

DR. MICHAEL SPIRTOS OUTSTANDING GOLFER AWARD

Outstanding Hellenic Golfer of the National AHEPA Invitational Golf Tournament. The recipient will be recognized at the Supreme Convention Awards Luncheon.

DR. MONTHS N. KOFOS NATIONAL GOLF CHAMPION AWARD

Awarded each year to the winner of the National Regional Champion by Marlboro Chapter #105. The recipient will be honored at the Supreme Convention Awards Luncheon.

GEORGE J. TRIPHON M.V.P. BASKETBALL AWARD

Awarded to the Most Valuable Player of the Van Nomikos Basketball Tournament. To be presented at the Supreme Convention Awards Luncheon.

(Additional information on all these programs is available on our website
(<http://ahepa.org/dotnetnuke/Programs/Athletics.aspx>)

AHEPA AWARDS PROGRAM

NATIONAL AWARDS

Socrates Award

This is the highest award of the Order and it is to be presented at the AHEPA Congressional Banquet. It is to be presented to an individual who has performed exceptional service to the people of the United States. The recipient is to be selected by a two-thirds vote of the Supreme Lodge, from a list submitted one year prior to the presentation. The Socrates award includes a bust of Socrates and a testimonial statement.

Homer Award

This is a special award to be presented only by the Supreme Lodge at their discretion to any outstanding individual.

Aristotle Award

This award is to be presented by the Supreme Lodge at the Grand Banquet of the Supreme Convention to an Outstanding Hellene who has distinguished himself in his respective profession or field of endeavor.

Solon Award

Honoring persons in the field of law, award by the Supreme Lodge at their discretion.

Pericles Award

Awarded on National Level to Members of Government, US Congressman or other Government positions.

Archbishop Iakovos Humanitarian Award

Awarded to an individual or entity who has donated charitably or by deed for the betterment of the Humanity.

AHEPA Medal of Freedom

Awarded to members of the military or uniformed services for heroism.

AHEPA Lifetime Achievement Award

Awarded to an individual Ahepan who has devoted a lifetime of service to AHEPA.

AHEPA Hellenism Award

Awarded to a person or entity who has given time, money, or service to programs which protect and preserve Hellenism in the United States and abroad.

DISTRICT AWARDS

Pericles Award

This award is to be presented by each District at their respective District Conventions. The award should be presented to the Governor of the state in which the District Convention is being held. In the event the Governor has already received it or is unable to accept, the award should be presented to a member of the state house or elected office (Parliament for Canada). Certificates and a bust of Pericles are available at Headquarters.

PUBLIC RELATIONS AT THE CHAPTER LEVEL

Many chapters have succeeded in obtaining media coverage of events that have benefited their communities in their local newspapers or broadcast media outlets. This public relations effort, at the grassroots level, provides AHEPA with a far-reaching visibility and let's society know that the Greek-American (or Greek-Canadian) community is an active, positive contributor and force in their communities. An article about AHEPA in a local, weekly newspaper can be just as effective as an article in *The New York Times*. Remember, AHEPA is unique, in that the organization has a presence in almost every major city in North America!

For chapters looking for some PR tips, please consider the following:

1. The headline should get attention
2. The first sentence should tell why the story is important (why is important to your hometown, borough, city)
3. Use a quote or two to make the news item more personal
4. Don't forget, contact information, date of release, and location are a must
5. Keep the release short. One-page in length if possible.
6. When you are writing the news release, please keep in mind the audience. Is it strictly for the Greek-American community, or is it intended for the community at-large?
7. Conclude the news release with a tag line, and in it, include the mission of AHEPA.

Also, some ideas to generate exposure for your chapter:

- Write a letter to the editor or to your Member of Congress
- Donate funds or books to your local public library
- Help with a Neighborhood Watch program
- Adopt-A-Highway
- Participate in AHEPA Housing
- Announce your newly elected chapter officers or your chapter meetings in your weekly community newspaper

TAG LINE EXAMPLE

AHEPA is the largest and oldest Greek-American association in the world with over 500 chapters chartered in the United States, Canada, Greece, and Cyprus, and sister chapters in Australia and New Zealand. It was established in 1922 by visionary Greek-Americans to protect Greek immigrants from prejudice originating from the KKK and also to help Greek immigrants assimilate into American society.

The mission of AHEPA is to promote the ideals of Hellenism, education, philanthropy, civic responsibility and family and individual excellence.

For more information about [CITY] Chapter No. XX, please contact [CHAPTER PRESIDENT, 111.222.3333. For instant information visit [CHAPTER WEB SITE ADDRESS], or www.ahepa.org.